

OLM 2

14 NOV 1984

MEMORANDUM FOR: Executive Officer to the DDA
FROM: Daniel C. King, Director of Logistics
SUBJECT: Agency Emergency Support Plan
REFERENCE: Multiple adse memorandum from EO to the DDA
dtd 05 November 1984, Subj: Agency Emergency
Support Plan (DDA 84-3246)

The Office of Logistics has no essential employees who staff
the offices listed in and who would require
transportation during an emergency.

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for Daniel C. King

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OL 4196-84



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DDA 84-3246
5 November 1984

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM:
Executive Officer to the DDA

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SUBJECT: Agency Emergency Support Plan

1. Per (copy attached), please provide a list of those individuals who are required to report for (or remain) on duty in an emergency situation such as a severe snow storm, etc. Your list must be restricted to a small number of personnel who are essential to the operation of the Agency. Senior officials should not be included automatically on this list. The list should be in priority order to the extent possible. The distance employees live from duty stations should be considered in the identification process.

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2. Please provide your list to the EO/DDA no later than 14 November 1984.

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Attachment

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